



## **Billings Job Service Employers' Committee**

### **Meeting Minutes**

January 21, 2005

#### **Employers Attending**

LynnDee Schmidt – Chair  
Jo Lamey – Vice Chair  
Diane Ruff – Treasurer  
Jay Strever  
Patty Nordlund  
Marcy Buster  
Shelly Popp- Spring Seminar Chair  
Rebecca Rhoads  
Tammy Friedrich- PR  
Terry Naccarato  
Caree Bernhart  
Karen Vaughn  
Steve Wilson  
Tracie Neckels  
Lori Davidson  
Kathy Jo Opperud  
Lisa Reynolds

Yellowstone County  
Manpower  
Associated Employers of Montana  
Billings Gazette  
Big Sky EDA  
DESI/Job Corps  
FutureSync International  
Deaconess Billings Clinic  
Coca-Cola  
ConocoPhillips Refinery  
Billings Gazette  
Billings Gazette  
Career Center  
Rocky Mountain College  
Ferguson Enterprises  
Hoiness LaBar Insurance  
Sage Technical Services

#### **Job Service Staff Attending**

Tom Frisby- Manager  
Ginger Shepherd – Asst. Manager  
Dan Hutchinson - JSEC Coordinator  
Ryan Johnson – Business Services  
Neal Smith – Job Seeker Services  
Judy May – Business Services

#### **Excused:**

Vonda Butler  
Sara Fox  
Diane Harkins-Past Chair

NAPA Genuine Parts  
HRDC  
PPL Montana

#### **Introductions:**

Introductions were made around the table. Four new members were welcomed: Jay Strever -HR Manager of the Billings Gazette; Terry Naccarato – HR Manager of ConocoPhillips Refinery; Tracie Neckels – HR at Rocky Mountain College; and Lori Davidson – Ferguson Enterprises. Special guests Caree Bernhart and Karen Vaughn of The Billings Gazette were welcomed back.

### **Minutes from last meeting:**

Accepted as presented.

### **Treasurer's Report:**

Diane reported Billings JSEC balance was at \$3784.83. Some of the deposits from the Seminar have been made. When the seminar is all wrapped up we will gross \$1810.00 and expenses were between \$200-\$300.

### **Thank You:**

Judy May for taking notes.

### **January Seminar Wrap-up:**

Thank You to Jeanne Bender for presenting a wonderful seminar. Thank You Lynn Dee Schmidt and Dan Hutchinson. The seminar was very well received; copies of the survey results were handed out. It was suggested that perhaps next time we could have the seminar video taped, however due to proprietary agreements some seminars can not be video taped. Steve Wilson may be able to assist in lining up students from the career center's video productions class to handle videoing the seminars that are not proprietary.

### **Jobs Jamboree Planning Update:**

Approximately 550 flyers have been sent out to employers and agencies including past attendees. 50 reservations for booths have already been made. A second mailing of about 550 flyers will be sent out next week. Caree Bernhart and Karen Vaughn from the Billings Gazette shared information about what the Gazette would be doing to promote the Jamboree. They brought a flyer that will be sent to the employers that are registered to attend. Tom F. thanked the Gazette for their partnership and participation in helping the Jamboree to be such a success.

### **Scholarship Committee:**

There was discussion regarding the scholarship. There may be enough money to offer two scholarships again this year. It was suggested that perhaps there could be a "brown-bag lunch" here at Job Service at which time the scholarship committee could review the applications and decide which applicants to interview. A date and time will be decided and Steve Wilson will set up the interview times with the applicants. Dan announced MSEC's planned to provide an additional scholarship to be awarded to one of the local JSEC scholarship winners.

### **Sophomore Class Presentations:**

There was discussion regarding the Sophomore Class Presentations that are coming up at the Billings area schools. A sign-up sheet was sent around for persons interested in presenting at the schools. We have dates set for Central and West High and are working with Senior, Skyview and Laurel to secure dates & times at those schools. Terry Naccarato expressed an interest in working cooperatively with us on this type of project. He shared information on a book titled "About Finding a Job", a Six Step Process to help students now and throughout their lives. He, also, shared his website: [www.aboutfindingajob.com](http://www.aboutfindingajob.com). Tom Frisby shared that the Job Seeking booklet sub-committee he is working with has developed a Soft Skills handout that will be inserted in the booklets that are handed out to the students during the presentations.

**Planning the April Seminar:**

Wendy Samson seminar on “Unleashing Accountability” will be April 26, 2005. Shelly provided brochures for the seminar. Dan will mail the brochure to the mailing list in early March. (See attached copy)

**Legislative Update:**

LynnDee handed out legislative information that may impact employers. She encouraged everyone to stay on top of issues of importance and reminded the group that while we could not “lobby” or “influence” to promote outcome we could share information and act individually on issues. There is a plan to bring someone from Helena to the May meeting to keep us updated and informed on ongoing issues and changes made this session.

**State MSEC Conference:**

MSEC Convention will be held May 23-25 in Glasgow. There are great speakers slotted and it is a great way to network with employers throughout the state. Anyone interested is encouraged to attend.

**Junior Achievement:**

Tammi Frederichs gave a brief synopsis and invitation regarding the Junior Achievement Program. The program has been around since the 1950's, is still alive and well in our community, and it is run entirely by volunteers. A handout was given and everyone was invited to attend an informational open house on February 8<sup>th</sup>, from 5:00pm-6:30pm at the Billings Petroleum Club.

**Youth Job Fair**

Marcy announced that the Youth Job Fair is in the making, tentatively set for April 28<sup>th</sup> from 1-6pm, with the location to be determined. She'll have more definite information at our next meeting.

**Managers Report:**

Tom Frisby shared the Job Service Annual Review for 2004 and gave everyone a copy. Dan will mail a copy to members not present.

**Next Meeting:**

February 18th will be the next JSEC Meeting.